

Document Header Information

Document Type: Veh Document VCH088117
Name:
Travel TAA02YY6 Trip Name: Trip from Washington to Burlington then driven from Burlington, VT to Boston, MA
Authorization
Number:
TA Date: 05/23/16 Currency: USD
Organization: EPAAO1110 Current CREATED
Status:
Purpose: 2-INFORMATIONAL Document Administrator McCarthy will travel to Vermont to deliver the Keynote Address at the Vermont
MEETING Detail: Law School Commencement on Saturday, May 21st. While in the area she will also participate in
an event in Burlington with Senator Patrick Leahy and Congressman Peter Welch on the topic of
Brownfield Grants on Friday, May 20th. please note: The Administrator will be driven from
Burlington, VT to Boston, MA with no return to DCA.
Type Code: TEMPORARY DUTY

Traveler Profile

Name: MCCARTHY, REGINA A ID: (b) (6)
TID: (b) (6) Organization: EPAAO1110
Title: Duty Station: WASHINGTON
Security Cl: Card: CARDHOLDER EXEMPT
Office Address: 1200 PENNSYLVANIA AVE., NW
WASHINGTON, DC 20001 EMAIL: McCarthy.gina@epa.gov
Office Phone: 202-564-4700 Cell Phone:
Home Address: (b) (6) Home Phone: 202-564-4700
Alternate Address: Alternate Phone:

Document Information

Trip Selected Trip
Number: 1
Purpose: Administrator McCarthy will travel to Vermont to deliver the Keynote Address at the Vermont Law School Commencement on Saturday, May 21st. While in the area she will also participate in an event in Burlington with Senator Patrick Leahy and Congressman Peter Welch on the topic of Brownfield Grants on Friday, May 20th. please note: The Administrator will be driven from Burlington, VT to Boston, MA with no return to DCA.

Itinerary Locations				
Check In	Check Out	Location	Purpose	Rate
05/20/16	05/21/16	BURLINGTON, VT	2-INFORMATIONAL MEETING	128.00 / 64.00

Document Totals

Total Expenses:	691.89
Reimbursable Expenses:	691.89
Non-Reimbursable Expenses:	.00
Advance Applied:	.00
Net to Traveler:	96.00
Net to Government:	.00
Pay to Charge Card:	595.89

Document Totals by Expense Category

Expense Category	Cost	Advance Amount
Com. Carrier	439.34	.00
Lodging & M&IE	224.00	.00
Misc Expense	13.80	.00
Transaction Fees	14.75	.00
Total Expenses:	691.89	.00

Trip 1 Details

Reservations Summary

Reservation Type COMM-CARR	Vendor American Airlines	Ticket# (b) (6)	Location	Cost 386.10
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Trip Itinerary

From: DCA-Washington, DC (USA) (National Apt) TO: BTV-Burlington, VT (USA)

Air

Friday May 20, 2016

DCA-Washington, DC (USA) to BTV-Burlington, VT (USA)

May 20 American Airlines 4461	Duration: Unknown Nonstop
Washington, DC (USA) (National Apt) 05/20/2016 9:59AM	Burlington, VT (USA) 05/20/2016 11:36AM
Confirmation Number: (b) (6)	

Flight Information

Distance 437 miles

No Seat Assigned

Emissions 170.4 lbs of CO2

Cost 386.10 USD

DCA-Washington, DC (USA) to BTV-Burlington, VT (USA)

May 20 American Airlines 4461	Duration: Unknown Nonstop
Washington, DC (USA) (National Apt) 05/20/2016 9:59AM	Burlington, VT (USA) 05/20/2016 11:36AM
Confirmation Number: (b) (6)	

Flight Information

Distance 437 miles

No Seat Assigned

Emissions 170.4 lbs of CO2

Cost 386.10 USD

Expenses

Trip#: 1		Total Non-Per Diem Expenses:	467.89	Total Per Diem Expenses:	224.00
Date	Description	Category	Cost	Pay Method	Per Diem
05/19/2016	Travel Fee	Com. Carrier	53.24	GOVCC	
Comment:	LB VIP Services				
05/20/2016	Airline Flight	Com. Carrier	386.10	GOVCC	
05/20/2016	Lodging	Lodging & M&IE	128.00	PERSONAL	*
05/20/2016	Hotel Tax (CONUS Only)	Misc Expense	13.80	PERSONAL	
05/21/2016	M&IE	Lodging & M&IE	48.00	PERSONAL	*
05/23/2016	TDY Voucher Fee	Transaction Fees	14.75	GOVCC	

Per Diem Allowances

Trip#: 1	Total Per Diem Allowances:	224.00
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Date	Rate	Ldg Cost	Ldg Allowed	Mie Cost	Mie Allowed	B L D Conf%
05/20/2016	128.00/ 64.00	128.00	128.00	0.00	48.00	
05/21/2016	128.00/ 64.00	0.00	0.00	48.00	48.00	

Advance of Funds

Cannot print default advance form.

Unable to find an other authorization for cash advance.

Account Summary for the Selected Trip

Org: EPAAOI HO	Label: 16 OA IO ACCOUNT	Acct Code: A6T.20162017.B.11A.ZZZME8.MN111100.	691.89
Expense Category: Com. Carrier	Fiscal Year: 2016	Amount: 439.34	
Expense Category: Lodging & M&IE	Fiscal Year: 2016	Amount: 224.00	
Expense Category: Misc Expense	Fiscal Year: 2016	Amount: 13.80	
Expense Category: Transaction Fees	Fiscal Year: 2016	Amount: 14.75	
		Total:	60

Payment Detail Information

Organization	Label	Accounting String	Payment Method	Amount
EPAAOI110	16 OA IO ACCOUNT	A6T.20162017.B.11A.ZZZME8.MN111100.	GOVCC	454.09
EPAAOI110	16 OA IO ACCOUNT	A6T.20162017.B.11A.ZZZME8.MN111100.	PERSONAL	237.80
Totals by Label				
EPAAOI110	16 OA IO ACCOUNT Total	A6T.20162017.B.11A.ZZZME8.MN111100.		691.89
Totals by Payment Method				
				GOVCC Total 454.09
				PERSONAL Total 237.80

Attachments

Attachments Exists

Audits

Audit Name	Result	Reason
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Document History 05/24/2016 Vch: VCH088117

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STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	05/23/2016	1:20PMEST	DAVIS, GWENDER G	

I certify that the electronic signatures listed above are valid and on file

SIGNED DATE

Document Signatures

Traveler/Preparer Name:

Traveler/Preparer Signature:

Date:

Approver Name:

Approver Signature:

Date:

[Handwritten Signature]
[Handwritten Signature]
 John Reeder
[Handwritten Signature]
 6/16/16

TRAVELER NOTICE - Many airlines charge fees for baggage and other services. Amounts vary by airline and are subject to change.

Travelers are responsible for verifying all fees charged by individual carriers.

Please visit the operating carrier website of your ticketed itinerary for applicable fees.

To view your trip via Viewtrip, please click [here](#)

Printer Friendly

Handwritten signature

Ticket Receipt

Total Amount: 439.34 USD

This ticket information applies to the following trip(s):

American Airlines Flight 4461 from Washington DC to Burlington VT on May 20

Electronic Ticket Number: (b) (6)

Invoice Number: (b) (6)

Ticket Amount: 386.10 USD

Form of Payment: (b) (6)

Service Fee Number: 8900665612277

Service Fee Amount: 53.24 USD

Form of Payment: CA (b) (6)

Travel Summary - Agency Record Locator XTQJ82

Traveler

MCCARTHY / REGINA A

Reference number by traveler: (b) (6)

Date	From/To	Flight/Vendor	Status	Depart/Arrive	Class/Type
05/20/2016	DCA-BTV	AA 4461	Confirmed	09:59 AM/11:36 AM	Economy / Y
05/20/2016	BTV	Sheraton Burlington Htl Conf	Confirmed	05/20-05/21	

AIR - Friday, May 20 2016 - Agency Record Locator XTQJ82

[Add to Calendar](#) [New Itiner?](#)

American Airlines Flight AA4461 Economy

[Online check-in](#)

Depart: Ronald Reagan National, Terminal C
Washington, District of Columbia, United States
09:59 AM Friday, May 20 2016

Arrive: Burlington International Airport
Burlington, Vermont, United States
11:36 AM Friday, May 20 2016

Duration: 1 hour(s) and 37 minute(s) Non-stop

Status: Confirmed - American Airlines Record Locator: (b) (6)

Equipment: EMBRAER 175

Operated By: REPUBLIC AIRLINES AS AMERICAN EAGLE

Seat: 06C (Non smoking, Aisle) Confirmed

FF Number: (b) (6) - MCCARTHY/REGINA A

Distance: 437 miles / 703.133 kilometers

CO2 Emissions: 192.28 lbs/87.4 kgs

Remarks: FOR UP TO DATE TRAVEL INFORMATION ON AIRLINE
CHECK-IN/RESTRICTIONS/LIMITATIONS/SECURITY,
PLEASE CHECK WWW.AA.COM

HOTEL - Friday, May 20 2016		Add to Calendar	Not a Help
Sheraton Burlington Htl Conf			
Address:	870 Williston Road Burlington, VT 05403 United States		
Tel:	+1 (802) 865-6600		
Fax:	+1 (802) 865-6670		
Check In/Check Out:	Friday, May 20 2016 - Saturday, May 21 2016		
Status:	Confirmed		
Number of Nights:	1		
Rate per night:	USD 128.00 plus tax and any additional fees		
Guaranteed:	Yes		
Confirmation:	381757482		
CO2 Emissions:	Per night is approximately 63.8 lbs/29 kgs		
Additional Information:	CORP**RF-128.00USD **		
Remarks:	CANCEL 24 HOURS PRIOR TO 6PM DAY OF ARRIVAL. HOTEL FAX NUMBER 1 802-865-6670 CREDIT CARD REQUIRED AT CHECK IN		

Remarks

FOR 24/7 TRAVEL ASSISTANCE PLEASE CONTACT THE BCD TRAVEL TEAM AT 1-866-964-1346 FOR OUTSIDE THE US CALL COLLECT 770-829-2609 FOR THE HEARING IMPAIRED- PLEASE DIAL 711 TO ACCESS RELAY SERVICE- PROVIDE PHONE NUMBER OF 1-866-964-1346 TO ACCESS TRAVEL DUE TO RECENT CHANGES IN THE FY15 GOVERNMENT CITY PAIR PROGRAM/CPP YOUR AIR RESERVATIONS ARE SUBJECT TO CANCELLATION BY THE AIRLINES IF NOT TICKETED AT LEAST 48 HOURS PRIOR TO SCHEDULED DEPARTURE PLEASE ENSURE ALL NECESSARY APPROVALS ARE PROCESSED IN ACCORDANCE WITH YOUR AGENCY'S BUSINESS RULES BUT NO LESS THAN 3 BUSINESS DAYS PRIOR TO DEPARTURE TO ENSURE TICKETING. THIS 48 HOUR CANCELLATION RULE DOES NOT APPLY TO INTERNATIONAL RESERVATIONS UNLESS YOUR TRIP HAS DOMESTIC CONNECTIONS ON MORE THAN ONE AIRLINE OR THESE RESERVATIONS REQUIRE SEPARATE AIR TICKETS.

ELECTRONIC TICKETS/ WILL BE ISSUED FOR THIS TRIP CHECK-IN TIMES ARE 90 MINUTES PRIOR TO DEPARTURE FOR DOMESTIC FLIGHTS OR 120 MINUTES FOR INTERNATIONAL CHECKED BAGGAGE POLICIES VARY BASED ON CARRIER AND FINAL DESTINATION. FOR THE LATEST INFORMATION PLEASE CHECK WITH YOUR TRAVEL CONSULTANT OR THE AIRLINES WEBSITE.

13May/05:10PM

Estimated trip total				514.10 USD
Air	Car	Hotel	Rail	Other
386.10 USD		128.00 USD		
Fare details: Ticketed				
Vendor	Fare Information	Refund restrictions before departure	Change restrictions after ticketing	Ticket Information
Air	Total:	REFUND RESTRICTIONS MAY APPLY	CHANGE RESTRICTIONS MAY APPLY	
AA4461 20May	USD 386.10			
All quotes are provider quotes excluding possible taxes and charges en route. Currency conversions shown in this itinerary receipt are done using the bank rate applicable at the date shown in the header of this document. Please note that some local taxes and charges may be invoiced during your trip and cannot be shown at time of reservation.				

Advice to Passengers

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous material aboard the aircraft, in your luggage, or on your person. A violation can result in 5 years imprisonment and penalties of \$250,000 or more (49 U.S.C 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives and radioactive materials.

Forbidden Dangerous Items Examples:

Paints, lighter fluid, fireworks, tear gases, oxygen bottles and radiopharmaceuticals. There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage and certain smoking materials carried on your person. For further information, contact your airline representative.

Note: Spare batteries and fuel cells are not permitted in checked or hold baggage. These items **MUST** be packed in carry-on baggage. If your carry-on bag is gate checked, the spare batteries and fuel cells must be removed and carried in the cabin.

Email generated on 13May/10:10 PM UTC

The above information is provided as a guide only. It does not constitute an offer or recommendation to buy or sell any financial product or service. The information is intended to provide general information only and should not be relied upon as a basis for investment decisions. The information is subject to change without notice and may be updated from time to time. The information is not intended to be used as a substitute for professional advice. The information is not intended to be used as a basis for investment decisions. The information is not intended to be used as a basis for investment decisions.

[Terms and Conditions](#)

Sheraton Hotel And Conference Center
870 Williston Rd
Burlington, VT 05403
United States
Tel: 802.865.6600 Fax: 802.865.6670



Sheraton

Ms Regina McCarthy

(b) (6)

Page Number : 1 Invoice Nbr : (b) (6)
Guest Number : (b) (6)
Folio ID : A
Arrive Date : 20-MAY-16 07:27
Depart Date : 21-MAY-16 12:00
No. Of Guest : 2
Room Number : 447
Club Account : (b) (6)

Information Invoice

Tax ID :

Sheraton Burlington 21-MAY-16 03:50 9999

Date	Reference	Description	Charges (USD)	Credits (USD)
20-MAY-16	RT447	Room Chrg Government	128.00	
20-MAY-16	RT447	Meals & Rooms Tax	12.80	
20-MAY-16	RT447	Destination Marketing Fee	1.00	
21-MAY-16	VM	Visa / Mastercard		-141.80
** Total			141.80	-141.80
*** Balance			0.00	

Handwritten note: 13.80

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Visit the Sheraton Store and take home our signature bedding, bath and more. Shop now at www.sheraton.com/store

Tell us about your stay. www.sheraton.com/reviews

Sheraton Hotel And Conference Center
870 Williston Rd
Burlington, VT 05403
United States
Tel: 802.865.6600 Fax: 802.865.6670



Sheraton

Ms Regina Mccarthy

(b) (6)

(b) (6)

(b) (6)

(b) (6)

Page Number	:	2	Invoice Nbr	:	(b) (6)
Guest Number	:	(b) (6)			
Folio ID	:	A			
Arrive Date	:	20-MAY-16	07:27		
Depart Date	:	21-MAY-16	12:00		
No. Of Guest	:	2			
Room Number	:	447			
Club Account	:	(b) (6)			

Signature_____